

27 February 1957

MEMORANDUM FOR: Chief, Document Division

THRU : Chief, Analysis Branch

SUBJECT : Experiment on the Dissemination Ladder

PROBLEM : To experiment with a revised dissemination ladder which is attached to the left-hand side of the Library copy of each document, thereby making it unnecessary to microfilm the ladder as a separate frame.

A. Advantages and Disadvantages.

1. Advantages

- a. The revised ladder is superior to using an abbreviated stamped ladder because it has more writing room and it is neater.
- b. It is as easy to make distribution from this ladder as it is from the present ladder.
- c. Microfilming processing time has been shortened slightly, and the amount of microfilm used has been lessened since one less frame is made for each document (app. 20,000 per month).

2. Disadvantages

- a. It takes a little longer to make dissemination due to the time involved in sticking the ladder onto the document. (This could be partially alleviated by a pre-prepared sticky-back).
- b. It has a tendency to tear when rubber bands are placed around the documents to hold them together. (A ladder printed on card stock rather than paper as was used in the experiment would be less likely to tear).
- c. Some documents have a very narrow margin; therefore the ladder is sometimes hard to attach without covering up the printing on the document.

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B. Conclusions.


1. The saving in microfilm processing time is partially lost by the additional time spent by the disseminator in sticking on the ladder.

2. There is no longer a critical backlog in the microfilm unit, since the number of documents microfilmed has been cut back by the screening operation and the partial cessation of the Air Force ozalid program; therefore, the value of the revised ladder in cutting back microfilm processing time is minimal.

3. It is questionable whether the money saved on microfilm processing would offset the expense of a new sticky-back ladder.

C. Recommendation

It does not seem advisable to carry this experiment any further. A better solution to the problem, if it could be worked out, would be to get an agreement through the AHIP to have each IAC Agency leave enough room on the first page of each document to accommodate a stamp or preprinted form the size of the present ladder.



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